



## Housekeeper

### *Job Description Duties, Responsibilities, Expectations*

The Templeton Center Housekeeper is responsible for maintaining the cleanliness and appearance of the Templeton Center, a multi-purpose recreation and event center owned and operated by the City of Templeton, Iowa. The Housekeeper is responsible to the General Manager and will meet stated objectives of the position by meeting the following basic qualifications and skills, and performing the following essential functions.

#### **Section 1: BASIC MINIMUM QUALIFICATIONS**

- Excellent customer service skills
- Strong attention to detail
- Flexibility in scheduling to ensure that the facility is cleaned promptly following events, including evenings and weekends as necessary

#### **Section 2: SPECIFIC DUTIES & EXPECTATIONS**

The housekeeper will ensure that the facility is kept clean and presentable at all times. The housekeeper will have a strong attention to details throughout the building and maintain the highest standard of appearance for events and visitors to the Center. Cleaning duties will vary depending on the usage of the facility, with some areas (entrances, hallways, meeting rooms, restrooms) requiring regular attention and others (dusting, little-used areas) will need only periodic cleaning or touch-up. The facility will be ready for all rentals and promptly cleaned following use as necessary. The housekeeper will work with the manager and other staff to ensure awareness of upcoming events.

The housekeeper will regularly inspect the facility and be aware of things that need to be cleaned, repaired, or brought to the attention of the manager, Board, or other City officials as needed. The housekeeper will pay special attention following events and make the manager aware of any special damage or excessive cleaning that was required so that clients may be billed or a damage deposit charged as appropriate.

The housekeeper will coordinate with the manager to order cleaning, paper, or other supplies as necessary and maintain sufficient inventory. Paper towel, toilet paper, hand soap, etc., and other such dispensers will be filled as needed. The housekeeper will promptly report problems with any cleaning equipment or supplies, including vacuum cleaners, cleaning product dispensing system, washer/dryer, etc. Because the facility is a community facility used by many groups and individuals, cleaning equipment and supplies may be used by others, and clients and volunteers may complete some or all cleaning as needed. The Housekeeper shall be aware of these things and provide any follow-up (additional cleaning, touch-up, or reporting of problems to the manager) as necessary.

#### **Section 3: EMPLOYMENT INFORMATION**

**Classification:** Part-time  
**Rate of Pay:** Depending on Qualifications  
**Benefits:** IPERS (if requirements are met-per City Clerk)  
**Reports to:** Templeton Community Center Manager